
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058 (B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

DATE: February 23, 2009
TO: All Assessing Officials
FROM: Diana K. Boylls, Training Director
RE: Level I and II Assessor-Appraiser Certification Course and Examination

In accordance with IC 6-1.1-35.5-4(a), the Department of Local Government Finance (DLGF) will administer the Level I and II Assessor-Appraiser Certification course and examination on a regular schedule beginning in February 2009. As required by the statute, these courses and examinations will be offered in several locations throughout the state.

The classes will run for four consecutive days, followed by a 5-hour exam on the fifth day. During the first sessions of the classes, you must attend the entire session to be eligible to take the exam. After you have completed one cycle of the classes, you may retake the exam, if necessary, without having to retake the classes.

Course Format

The Level I course will consist of the following:

- Day 1** – Cost Approach using Book 1 of the 2002 Real Property Assessment Guidelines
- Day 2 and Morning of Day 3** – Continue Cost Approach
- Afternoon of Day 3** – Introduction to the Sales Comparison Approach
- Day 4** – Introduction to the Income Approach and Review
- Day 5** – Review and test

The Level II course will consist of the following:

- Day 1** – Cost Approach using Book 2 of the 2002 Real Property Assessment Guidelines
- Day 2 and Morning of Day 3** – Continue Cost Approach
- Afternoon of Day 3** – Sales Comparison Approach
- Day 4** – Income Approach and Review
- Day 5** – Review and test

Preparatory class work taken prior to January 2007 will not count toward the requirements of pre-exam course work.

Classes will begin at 9:00 a.m. and end at 4:00 p.m. each day.

Supplies to Bring With You:

For Level I:

Please bring the 2002 Real Property Assessment Guidelines, Book 1, a calculator, highlighter, notepads, pencils, 12-inch ruler.

For Level II:

Please bring the 2002 Real Property Assessment Guidelines, Book 2, a calculator, highlighter, notepads, pencils, 12-inch ruler.

Registration:

There is no fee associated with registration for the course/exam. However, **a registration form must be completed and returned to the address/fax number indicated on the registration form no later than two weeks before the starting date of the class.** This will ensure that adequate materials are available. If you do not pre-register, we cannot guarantee that materials will be available, even though space may be.

If you need a copy of the 2002 Real Property Assessment Guidelines, please indicate on the registration form. Copies will be available at the class site, but only for those who request them in advance.

Examinations

The Level I and II examinations will consist of 50 multiple-choice questions. You may have to work a problem in order to answer the questions associated with the problem. The test will run five (5) consecutive hours from the beginning of the exam, but will end no later than 4:00 p.m. on Friday, local time. There will be no breaks, although you will be allowed to leave the room for restroom breaks or to get a snack or drink.

As always, the course and exam is open to all Indiana citizens at no charge. However, a registration form must be completed. You will be required to show a photo ID on the test day.

The objective of the Level I and Level II exams is, in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The exam will test practical applications used in the performance of the duties associated with the office.

The exams will be open book, and will be based on the course content and problems worked during class. You may use any notes, manuals or other relevant materials during the exam.

Passing grade is 70, and the test contains 100 points.

If you have a physical impairment that will require special accommodations, please notify us in advance. Advanced notification will help us to best meet your needs. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

Registration Process

Please complete the attached registration form and return it by the deadline.

The classes/exams will be offered on a regular rotating basis throughout 2009. A complete schedule is available on our website at www.in.gov/dlgf.

Please indicate your choice of locations by placing a check mark or “x” next to the location you desire.

In an effort to provide everyone with the opportunity to receive all information provided by the DLGF, please share all contents of this notification with others in your county, including staff members and members of the county PTABOA.

Other Information

Please feel free to dress comfortably. You will be sitting for long periods, and I would suggest that you dress in layers. The rooms have varying temperatures, so you need to be prepared.

Please feel free to bring any kind of snacks with you. You may also bring lunches, if you wish. There will be plenty of room in the classrooms for small coolers. You may also bring any type of non-alcoholic beverages you might want.

Schedule

This registration form will cover the courses/exams for April, May and June 2009. There will not be as many classes offered in 2009 as there have been in past years, so watch the schedule closely if you need to get a Level I or II certification.

Registration

Please **mail or fax** registration page **by April 3** to:

Donna Bratcher
Department of Local Government Finance
Indiana Government Center North
100 N Senate Avenue Room N1058
Indianapolis, Indiana 46204.

Fax number is **317/232-8779**.

Please do not e-mail registration forms since the e-mail may not be read in time for the registration deadline.

2009 SECOND QUARTER
COURSE/EXAM REGISTRATION FORM

Name: _____ Maiden: _____

Address: _____

City, State, Zip: _____

County: _____ Township: _____

Date of Birth: _____ Student ID Number: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

E-Mail Address: _____

Title: _____ (If vendor, please list company)
(Please list title, such as County Deputy Assessor or County Employee, if not a deputy. If you are a township employee in a township that is still operational, please either list yourself as a township deputy or a township employee. County Assessors and Township Assessors, please list yourselves the same way you always have.)

Please register me for the following courses/exams that I have indicated below:

Level I:

April 20 through April 24, Warren Twp. Government Center, Indianapolis _____

April 20 through April 24, Allen County Public Library, Fort Wayne* _____

May 18 through May 22, Ivy Tech, Terre Haute _____

June 1 through June 5, Quality Inn, Seymour _____

Level II:

June 1 through June 5, Warren Twp. Government Center, Indianapolis _____

June 1 through June 5, Allen County Public Library, Fort Wayne* _____

*There is a parking charge of approximately \$7.00 per day at the Allen County Public Library unless you are a member of the library.

Books and Manuals:

Please reserve a 2002 Real Property Assessment Guidelines and Manual for me: _____
(Manual will be available the first day of class, if reserved. There is no charge for assessing officials, but vendors must pay a \$25 fee each.)

I wish to sign up for the EXAM ONLY at the following location and date:

Location: _____

Date: _____

Directions to the Class Locations

Directions to the Indianapolis location:

Warren Township Government Center, 516 North Post Road (317/327-8956).

Directions: Take Washington Street east to Post Road and turn left (north). The Government Center will be on your right, several blocks before you get to Warren Central High School. You can also take I-70 East to the Post Road exit and turn right (south). You will go past Warren Central High School, and the Government Center will be on your left.

Please enter the building by the front door. The meeting room will be directly in front of you.

Directions to the Allen County Public Library location:

Allen County Public Library, 900 Library Plaza, Fort Wayne

Directions: If you are coming on I-69, take the 105A (Illinois Road) exit. This will become West Jefferson Boulevard. Continue for about four miles. Turn left onto Ewing Street and then turn right onto West Wayne Street. The Library is at 900 West Wayne Street. A map is attached. Parking at the Library will run approximately \$7.00 per day unless you are a library member. **Please enter through the Dunkin Donuts entrance. You will need to identify yourself as part of the group taking the class. The building will be open at 8:30, and the class will be held in Meeting Room C.**

Directions to the Seymour location:

Quality Inn, 225 East Tipton Street (US 50), (812/522-6767)

Directions: Take Exit 50B off of I-65 and go west. The Quality Inn is on the right (north) side of the highway. If you are coming from another location, take US 50 to Seymour. The hotel is on the east side of town, near I-65.

Directions to the Terre Haute location:

Ivy Tech, 7999 US Highway 41 South

From I-70, take the US 41/US 150 exit (Exit 7) and turn south. The campus is approximately 4.7 miles from this intersection. If you are coming from the south on US 41 the campus will be just past East Dallas Drive and just before East Woodsmall Drive on the south side of Terre Haute.